

Staff HR Analyst (7596U), Research Immediate Office -  
70151

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237345>

Downloaded On: Jun. 26, 2024 3:43pm

Posted Jun. 11, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Staff HR Analyst (7596U), Research Immediate Office - 70151
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Human Resources
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**Job Description**

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**Staff HR Analyst (7596U), Research Immediate Office - 70151**

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### Departmental Overview

The Office of the Vice Chancellor for Research has overall managerial responsibility for Berkeley's research enterprise. It seeks to maintain a research environment that fosters creativity, collaboration and community. Its specific goals are to provide effective support for campus-wide research efforts; to advocate for research needs and resources; and to maximize the benefits of Berkeley's research to the scholarly community, and to the quality of life in the local community, the state, and the nation. In support of these goals, the Office of the Vice Chancellor for Research: supervises over 50 research units, six museums, and seven field stations; administers the flow of research funding to the Berkeley campus; oversees the compliance of campus research with federal, state and university regulations; facilitates relations between University researchers and private industry for the benefit of society.

### Position Summary

The Staff HR Analyst primarily provides Non-Academic Staff HR support to the Vice Chancellor for Research (VCR) Immediate Office and its units. This role involves recommending, developing,

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implementing, administering, coordinating, and / or evaluating the division's Staff HR programs, policies and procedures covering one or more of the following: compensation and salary administration, classification, appointments, position management, strategic planning, equity and inclusion, recruitment and employee/labor relations.

This position will partner and liaise with Berkeley Regional Services (BRS) and People & Culture (P&C) as needed to resolve HR matters and to help attain the VCR division's HR goals and objectives. The Staff HR Analyst will collaborate with VCRO's Human Resources/Academic Personnel (HR/AP) and Finance Teams in implementing division-wide programs and policies.

### **Application Review Date**

The First Review Date for this job is: 06/24/2024, for full consideration please apply by 07/08/2024. This position is open until filled.

### **Responsibilities**

#### HR Consultation:

- Advises VCR unit directors and managers in administering policies and programs in the areas of employment, labor relations, wage and salary administration, training, and other areas of HR. Partners and liaises with BRS and P&C as needed.
- Provides guidance to VCR Units and BRS on division-wide HR programs, policies and procedures.
- Assists supervisor in conducting various HR analysis and formulating recommendations to VCRO leadership.

#### Division HR Policy & Program Implementation:

- In close partnership with VCRO HR/AP and Finance teams, coordinates division-wide programs including STAR Awards, position management, salary setting and increases, referral and bonus programs, Achieve Together, Mandatory Training Completion and other programs as needed.
- Submits ServiceHub tickets and monitors the implementation of HR actions.

#### Strategic Planning:

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- Works with VCR units and BRS on complex re-organizations and staffing objectives to assist in meeting business needs. Conducts complex HR trend analysis and develops resulting recommendations.

Process improvement:

- In partnership with the VCRO HR/AP and Finance teams, creates and develops tools and resources to implement division-wide HR policies and programs. Reviews existing VCRO Staff HR processes, recommends improvements and assists with implementation of changes.

Risk Mitigation:

- Counsels VCR unit managers and supervisors on employee and labor policies, procedures, and appropriate practices. Works in close collaboration with supervisor, unit leadership, Regional HR and/or Employee & Labor Relations to resolve high risk and visibility cases and complaints.
- Assists supervisor in conducting risk analysis and formulating resolution recommendations to VCRO leadership.

Other duties as assigned and Professional Development.

**Required Qualifications**

- Possesses strong analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Thorough knowledge of and/or can quickly learn organizational policies and procedures, knowledge of functional area and understands how work may affect other areas.
- Thorough knowledge of human resources concepts, policies and procedures, employment practices, labor relations, salary administration, training and other areas of human resources.
- Knowledge of a human resources management system (HRMS), and/or other related business software programs and systems.
- Skilled in communicating clearly and effectively verbally and in writing.
- Demonstrated ability to handle very difficult or volatile situations/individuals effectively.
- Demonstrated analytical, active listening, and critical thinking skills.
- Demonstrated initiative, tact, and diplomacy to effectively carry out all duties assigned.
- 3 years of demonstrated experience in HR workforce.
- Demonstrated ability to work independently and as part of a team.

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- Bachelor's degree in related area and/or equivalent experience/training.

### **Salary & Benefits**

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$93,00.00 - \$115,000.00. The full salary range for this classification is \$77,600.00 - \$140,400.00.

### **How to Apply**

- To apply, please submit your resume and cover letter.

### **Other Information**

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information



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received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

[https://apptrkr.com/get\\_redirect.php?id=5318425&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5318425&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

### To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

University of California, Berkeley

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